

Approved For Release 2000/08/04 : CIA-RDP79-01577A000100020007-2

OC-M-73-496

31 AUG 1973

MEMORANDUM FOR: Director of Joint Computer Service

SUBJECT : OC ADP Applications Requirements for
Management Assistance Program

1. OC requirements for ADP Management Assistance Program support are in the process of being identified and are discussed in general terms below. Four program areas are apparent. Three areas, personnel, controlled property and fiscal, appear to constitute unique categories of information which could serve as a common data source for multiple reports requirements. The fourth area is an as yet poorly defined compilation of reports which appear not to have a common data base. Initially, we do not envision tying any OC ADP reports requirement to the data bases of other components.

2. Program Areas:

a. Personnel and Position Data Base

OC has career cognizance over more than [REDACTED] people 25X9 and positions. Two-thirds are in Foreign [REDACTED] assign- 25X1A ments at any one time and nearly all are subject to periodic rotation. To meet the need for Personnel and Career Management data a comprehensive reports system is required. Any computerized data base should be developed so that timely management reports keyed to on-board personnel, staffing positions and incumbency planning can be obtained. The envisioned reporting system will involve approximately 75 separate data elements to produce up to 20 separately formatted reports. A combination on-line/off-line system is desired. On-line capability would be employed to obtain quick response information on individual personnel and position records and to forward update information either directly into the data base or a Data Access Center for scheduled update action. Off-line production of certain reports would be acceptable subject to satisfactory production and distribution scheduling (OC administration and career management functions are located in the Magazine Building, Rosslyn).

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b. Controlled Property Data Base

OC is responsible for managing the material resources used in support of Staff and Covert Communications. Included in this category are all reports dealing with clandestine, staff, and cryptographic equipment, cryptographic technical manuals and cryptographic keying materials. All in-use clandestine equipment is presently managed under an ADP program run by the DD/O-ISG computer facility. This reporting system consists of some 10-15 data elements, 1200-1500 line item records and fewer than five separately formatted reports. Staff equipment is managed using a series of 10-15 reports produced in OJCS from a data base consisting of 60-70 data elements and 20-25,000 line item reports. ADP reports on cryptographic materials and documents are obtained from the IBM System/3 computer in the OC crypto vault [REDACTED] 25X1A

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[REDACTED] as a by-product of the inventory control system. Five reports based on 20-25 data elements and several thousand line item records are involved. A combined on-line/off-line approach to data base access and update as outlined in paragraph 2a above is also envisioned for this application.

c. Fiscal Data Base

The Program Trend Analysis Report is the basic fiscal management tool used by OC. More detailed office-level ADP reports would improve OC control of its resources and would reduce manual reports generation. We have in mind detailed status reports for each FAN manager to show dollar amounts allocated, obligated to date and unobligated balances. Level of detail should include functional, geographic, project and sub-object class categories within each FAN. We also have need for compiled financial data on equipment costs (such as the dollar value of all cryptographic equipment), expenditures for commercial leased lines and overtime utilization showing authorized/used totals monthly by communications area. We are not yet prepared to quantify this requirement in terms of data elements and total number of reports.

d. Supplemental Reports and Applications

We have identified several report areas dealing with administrative procedures, workload and circuit statistics, training data and compiled records on leased circuits, cryptographic links and field station installations. Applications in this category do not appear to have a common data base. Some are currently computerized. One example is the Cable Traffic Analysis report (CATRAN) which is an off-line monthly listing of workload and overtime statistics within the staff communications network. We envision as many as 10-15 applications of this type.

3. In summary, it is believed that OC has a substantial requirement for Management ADP support in the MAP context. Our need is for a computerized office-level reports system which will enhance control of OC resources. On-line capability for certain applications will be essential. However, considerably more study and analysis will be required to fully identify, validate and prioritize the total OC requirement. We would welcome the opportunity to sit down with members of your staff to discuss this subject in more detail.

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Director of Communications

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25X1A OC-EXA: [REDACTED] jcv(31 August 1973)

COORDINATED: In Draft with OC-O, E, S, DO, CS, P&B

Memorandum

TO : Executive Assistant, OC

FROM : Chief, Communications Engineering, OC

SUBJECT: OC ADP Requirements

REF : OCE-M-73-072

OCE-M-73-104
DATE: 28 AUG 1973

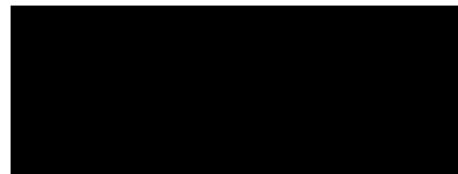
1. On the scale of "essential, important, or useful," the programs identified in the reference as within our area of interest are rated as follows:

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[REDACTED] - Essential
PROPCAST - Essential
Equipment Failure Reports - Important
Top Secret Inventory - Useful
Program Trend Report Analysis - Essential

What may appear to be high ratings are logical in consideration of the fact that these are existing programs developed to satisfy known requirements.

2. The Top Secret Inventory and Program Trend Report Analysis are, of course, also of concern to other components.



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